FOIA Electronic Reading Room Document Coversheet

Document Description: Contract N68936-00-D-0022 Delivery Order 0141
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Please direct inquiries regarding this document to:
Naval Air Warfare Center Weapons Division
Code K00000D (FOIA)
1 Administration Circle Stop 1009
China Lake, CA 93555-6100.

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PREVIOUS EDITION MAY BE USED.

SECTION B Supplies or Services and Prices

ITEM NO

SUPPLIES/SERVICES

QUANTITY UNIT **UNIT PRICE**

AMOUNT

0001

9.680.00 Labor

Hours

\$ NTE

CPAF - Support in accordance with SOW entitled

"Techniical Support For TACAIR Labs, Tactical Support Equipment, and

Avionics Systems Engineering, dated 8-19-03.

Period of Performance is 10-1-03 through 9-30-04.

This task is severable.

PURCHASE REQUEST NUMBER 0010069317

ESTIMATED COST

\$501,345.11

ITEM NO 000101

SUPPLIES/SERVICES **QUANTITY**

UNIT

UNIT PRICE

For Navy Accounting Purposes Only

AMOUNT

CPAF

PURCHASE REQUEST NUMBER 0010073502

ACRN AA Funded Amount

\$26,666.00

ITEM NO 000102

SUPPLIES/SERVICES **QUANTITY**

UNIT

UNIT PRICE

AMOUNT

\$

For Navy Accounting Purposes Only

CPAF

PURCHASE REQUEST NUMBER 0010073502

ACRN AB Funded Amount

\$8,950.00

ITEM NO 0002

SUPPLIES/SERVICES

QUANTITY UNIT 4,840.00 Labor UNIT PRICE

AMOUNT

\$

Hours CPAF - Support in accordance with SOW entitled

"Techniical Support For TACAIR Labs, Tactical Support Equipment, and

Avionics Systems Engineering, dated 8-19-03.

Period of Performance is 10-1-04 through 3-31-05.

This task is severable.

ESTIMATED COST

\$255,085.16

Contract N68936-00-D-0022 Task Order No. **0141** Revision: 8/19/2003 **final**

STATEMENT OF WORK

TECHNICAL SUPPORT FOR: TACAIR LABS, TACTICAL SUPPORT EQUIPMENT, AND AVIONICS SYSTEMS ENGINEERING

Applicable Contract SOW Sections: 3.3.1, 3.3.2, & 3.3.3

1.0 BACKGROUND AND GENERAL SCOPE OF WORK

1.1. BACKGROUND:

The Naval Air Warfare Center, Weapons Division (NAWCWD), China Lake, is tasked with responsibilities for weapons and systems integration for assigned aircraft types and tactical support equipment systems. Aircraft types currently supported at China Lake include: F/A-18, AV-8B, AH-1, JSF, EP-3, UAVs, and others. Tactical support equipment systems assigned to China Lake currently support a diverse selection of aircraft types. In order to meet these responsibilities, China Lake operates and maintains hardware/software development and test laboratories referred to as Weapons Systems Support Facilities (WSSFs). These WSSFs support development and testing by providing test bed workstations, test software, and special purpose test benches and components for the use of development and test engineers (herein referred to as "users"), and for WSSF Special Project development.

As aircraft evolve, existing avionics and weapon systems and tactical support equipment are modified and new avionics and weapon systems and tactical support equipment are introduced to support the aircraft. The WSSF upgrades its test bed capabilities correspondingly, continually modifying existing WSSF hardware and software, and developing new hardware and software as required to meet evolving development and testing requirements. Correspondingly, new avionics systems require systems engineering and integration to accommodate them into existing on-board aircraft systems.

1.2. GENERAL SCOPE OF WORK:

This Statement of Work (SOW) defines Contractor tasking in two related areas: (1) Engineering design, development, fabrication, and maintenance of hardware and software for TACAIR Labs (including special workstations) and (2) Engineering design, development, fabrication, and maintenance of Tactical Support Equipment. Area (1) will be for aircraft types supported by the NAWCWD, China Lake (except the F/A-18). Area (2) will support the Memory Loader/Verifier System (MLVS) item of tactical support equipment (used by an extensive list of aircraft types) and other special support equipment systems assigned to NAWCWD, China Lake.

The Contractor shall perform the tasking described herein as members of a Government / Contractor Integrated Product Team, using existing Government work processes (see Section 3.0.1).

This effort is a follow-on to Task Order 0121, contract N68936-00-D-0022.

2.0 APPLICABLE DOCUMENTS

See reference 2.2(1) relative to undefined acronyms.

See reference 2.2(m) relative to all Points Of Contact for contract N68936-00-D-0022.

The Contractor shall contact the Government's Technical Assistant (TA) relative to proper version of the references defined below.

2.1 SPECIFICATIONS, STANDARDS, AND HANDBOOKS:

a) MIL-STD-2217

Requirements for Memory Loader/Verifier Multiplex Bus Interface with Avionics Systems

2.2 OTHER DOCUMENTS, DRAWINGS, AND PUBLICATIONS:

-		
a)	FAC-TOOL-UDFDEV-231-06-U	Guide for the Use of the Unit Development Folder (UDF), by AV-8B WSSF; NAWCWD
b)	FAC-CM-P/P-2073-03-U	Configuration Management Plan and Procedures, by AV-8B WSSF; NAWCWD
c)		Software Change Description (SCD) Form
d)		Hardware Design Description (HDD) Form
e)		Unit Definition Folder (UDF) Format
f)		MLVS Load Procedures, by NAWCWD
g)		Established list of System Anomaly Reports (SARs) for the OFP Loader Group (available from the Alternate Technical Assistant (TA), see ref. 2(1))
h)		2217 File Format for Loadable Files
i)		AV-8B Cost Data Reporting Requirements
j)		TACAIR Labs Operating Procedures Guide
k)		TACAIR Labs Equipment Vendor Manuals
l)		AV-8B Acronym List
m)		Points of Contact for Contract N68936-00-D-0022

3.0 REQUIREMENTS

- 3.0.1 Work Environment -- The Contractor shall perform the tasking described herein as members of a Government / Contractor Integrated Product Team (IPT), using existing Government work processes. The potential tasking defined herein requires the Contractor to work on or integrate with existing hardware at the NAWCWD, China Lake, CA. Other members of the China Lake Government / Contractor Integrated Product Team may be working on related tasks involving the same equipment. Therefore, the Contractor shall maintain regular verbal interface with the other Team members in order to assure properly integrated products.
- 3.0.2 Weekly Task Coordination Meetings -- The Contractor's Task Leader (TL) shall attend a weekly task coordination meeting with the Government's Technical Assistant. The meeting discussions will address schedule updates, deviations, problems encountered, and priorities.

3.1 TACAIR LABS

The Contractor shall analyze, design, develop, implement, test, document, and maintain test bed software and hardware for the WSSFs and tactical support equipment as specified in Sections 3.1.1 - 3.1.3.

The Contractor shall follow procedures defined in references 2.2(a) & (b) for all WSSF design, development, and maintenance tasks. In brief, references 2.2(a) & (b) describe the WSSF's system for initiating, tracking, and documenting all work on WSSF systems using Requests for Change (RFCs), Facility Trouble Reports (FTRs), and Development Plan Task Assignments. FTRs are descriptions of perceived breakage in WSSF laboratory hardware and/or software systems, and are written by WSSF personnel and WSSF users as problems are encountered. RFCs are requests for new laboratory functionality, and are written by WSSF users as they define new test requirements. Development Plans are created to implement large-scale RFCs. Task Assignments (to Contractor and other IPT members) are generated to assign Development Plan subtasks. Technical requirements, priorities, assignees, managers, and schedules for work on WSSF systems are called out in the RFCs, FTRs, and Task Assignments that initiate the work. Progress and status of tasks within the scope of this Task Order (TO) shall be discussed and reported at periodic work coordination meetings held between the Government and the Contractor's Task Order Task Leader (TL).

The requirements of this Section may require non-local domestic travel to attend technical interchange meetings and gather technical information.

3.1.1 Software Development and Maintenance:

3.1.1.1 Software Development --

The Contractor shall provide engineering analyses, designs, and software for computer applications, device drivers, and Dynamic Link Libraries required to adapt the WSSF's PC-based simulations to drive the desktop avionics integration workstations maintained by and under development by the WSSF. The Contractor shall also develop engineering analyses, designs, and software to implement upgrades to existing and development of future WSSF workstations. The Contractor shall adhere to NAWCWD Customer Code processes and guidelines for software development as specified in references 2.2(a) & (b). During the period of performance of this TO, specific tasking, due dates, and place of delivery will be determined by WSSF priorities, and will be assigned by WSSF Task Assignments deposited in the TL's "in-basket" or transmitted to the TL via EMail. The Contractor shall document the receipt of such Task Assignments in the Monthly Progress/Status Report (CDRL 8001). Unit Development Folders (UDFs) (CDRL 8002) shall be used to document all Task Assignments. Product acceptance will be contingent on the Technical Assistant's determination that delivered products fulfill Task Assignment requirements.

It is projected that approximately 10 Task Assignments will be assigned to the Contractor per year. Each Task Assignment typically requires approximately 1 work-month of effort.

Development requirements may necessitate Contractor training in the latest techniques of computer system programming and the Navy's newest electronic systems.

3.1.1.2 Software Maintenance:

The Contractor shall maintain existing applications, device drivers, and Dynamic Link Library software integral to the WSSF's PC-based simulations. The Contractor shall also maintain software for existing and future WSSF workstations. Maintenance includes the correction of reported anomalies and the implementation of new capabilities. During the period of performance of this TO, specific maintenance tasking, due dates, and place of delivery will be determined by WSSA priorities, and will be assigned to the Contractor by depositing approved WSSF RFCs and FTRs in the Contractor TL's "in-basket" or via EMail to the TL. The Contractor shall adhere to NAWCWD Customer Code processes and guidelines for software maintenance as specified in references 2.2(a) & (b). The Contractor shall document all development and maintenance in accordance with references 2.2(a) & (b). UDFs (CDRL B002) shall be used to document RFCs and FTRs when required by the RFC or FTR package; otherwise, the WSSF's RFC/FTR "on-line" reporting system

shall be used in accordance with references 2.2(a) & (b). RFCs/FTRs will be closed in accordance with procedures specified in references 2.2(a) & (b).

It is projected that approximately 30 RFC/FTRs will be assigned to the Contractor per year during the period of performance of this Task Order. Each RFC or FTR typically requires approximately 1 work-week of effort to analyze and resolve.

3.1.2 Hardware Maintenance and Fabrication:

The Contractor shall test, maintain, repair, upgrade, and fabricate hardware components of WSSF workstations in accordance with the processes and procedures defined in references 2.2(a) & (b). Projected tasking may include:

- Prepare electronic equipment for proper operation, perform equipment maintenance (including upgrading unreliable or obsolete workstation components), and repair equipment for proper operation in accordance with vendor manuals (ref. 2.2(k)) and/or information provided with maintenance Task Assignments.
- Assemble electronic equipment, wire wrap, and fabricate cables per Government-provided documentation.
- * Verify Government provided wire lists, schematics, and associated engineering data with Government provided design data to ensure they accurately reflect design requirements. The Contractor shall document any deviations by "red-lining" the Government provided documentation (CDRL B003).
- Fabricate new workstation components and/or modify existing workstation components to implement new capability requirements for aircraft types and Special Projects assigned to NAWCWD.

In accordance with WSSF procedures specified in references 2.2(a) & (b), tasking, due dates, and place of delivery shall be assigned by RFC(s), FTR(s), or Task Assignments placed in the Contractor TL's "in-basket" or transmitted to the TL via EMail. The tasking document will identify whether the Contractor's efforts involve maintenance, modification of existing components, new development, or a combination. The Contractor's efforts shall be performed in accordance with references 2.2(a) & (b) and the schedule defined by the applicable tasking document. The Contractor shall provide quality assurance review of products produced per reference 2.2(j). Government acceptance of Contractor efforts will be contingent on determination by individual Task Managers (as identified in the tasking document) that the results of Contractor efforts fulfill the tasking document requirements.

It is projected that approximately 50 minor hardware assignments will be assigned to the Contractor per year during the period of performance of this Task Order. Each minor hardware assignment typically requires approximately 1 workweek of effort to analyze and resolve (by an experienced technician familiar with WSSF equipment, workstations, and procedures). It is projected that approximately 1 major hardware assignment will be assigned to the Contractor per year. Each major hardware assignment typically requires approximately 1 work year of effort.

The requirements of this Section may require the Contractor to purchase materials and fabrication services.

3.1.3 Process Improvement and Documentation:

During the performance of other tasking within this SOW, the Contractor shall observe the prevalent work processes being used and compare those observations with documented processes (ref. 2.2(j)). The Contractor shall verbally discuss deviations from documented processes observed, or observed processes which are undocumented, during the periodic work coordination meetings with the TA. The Contractor shall update existing process documentation (ref. 2.2(j)) in accordance with markups deposited in the TL's "in-basket" or transmitted to the TL electronically (CDRL **B004**).

3.2 TACTICAL SUPPORT EQUIPMENT

The Contractor shall document the receipt of each tasking assignment made under this Section in the Monthly Progress/Status Report (CDRL B001).

The requirements of this Section may require non-local domestic travel to attend technical interchange meetings and gather technical information.

3.2.1 Integration/Investigation Packages

The Contractor shall develop Integration/Investigation Packages (CDRL B005) consisting of Software Change Description (SCD) (where required), Hardware Design Description (HDD) (where required), Lookup Tables, formatted files, Loading Procedures, and Interconnection Cable Sets ("Load Cables") (where required, see Section 3.2.1.1, below). Specific Integration/Investigation Packages to be developed by the Contractor, definition of the problem to be resolved, and which elements (see Section 3.2.1.1, below) are required will be specified by a System Anomaly Report (SAR) deposited in the TL's "in-basket" or transmitted to the TL via EMail. Prior to delivery of each Contractor-developed Integration/Investigation Package, the Contractor shall present the Package for review by the MLVS Technical Team (Government and Contractor personnel) in a "walkthrough" meeting at a time and place to be negotiated between the TL and the Government. The Contractor shall make the corrections specified in the Minutes of the "walkthrough" meeting prior to final submittal for Government approval (CDRL B005).

It is projected that 2 Integration/Investigation Packages will be assigned per year.

3.2.1.1 Contents/Elements of Integration/Investigation Packages:

- The SCD shall be the design solution for MLVS executive software changes and shall be presented in the established Government format (see ref. 2.2(c)). The SCD will become part of a UDF (ref. 2.2(e)) maintained for each software build in the OFP Loader Group Library. Inclusion of this optional element will be specified by the above-specified SAR.
- 2) The HDD shall be the solution for hardware interface requirements and shall be presented in the established Government format (see ref. 2.2(d)). The HDD will become part of a hardware UDF (ref. 2.2(e)) maintained in the OFP Loader Group Library. Inclusion of this optional element will be specified by the above-specified SAR.
- 3) Lookup tables will be generated using the Government software program "MLVS Utility" from which a lookup table file (.RRT file) and a Report will be generated. The .RRT file shall be presented in soft copy and the Report shall be presented in hard copy (CDRL **B006**).
- 4) Formatted files shall adhere to the guidelines of the document "2217 File Format for Loadable Files" (see refs. 2.1(a) & 2.2(h)) and shall be presented in soft copy.
- 5) Load Procedures shall be developed in accordance with ref. 2.2(f)) (CDRL B007).
- 6) Load Cable Sets shall be designed and developed in accordance with reference 2.2(j) and the requirements of the specified HDD. The Load Cable Set design shall be documented on an Engineering Drawing Set (CDRL B008). The Load Cable Set hardware delivery shall be 16 weeks after receipt of initiating SAR (unless a different date is negotiated with the TA and documented in Technical Interchange Meeting Minutes).

This task will require the Contractor to purchase hardware materials for Load Cable Sets.

It is projected that approximately the following quantities of Load Cable Sets will be required:

FY04 FY05

3.2.2 Integration and Design Package Review:

The Contractor shall attend "walkthrough" meetings and hardware/software Design Reviews to provide technical feedback in the areas of content and correctness of Integration and Design Packages prepared

by Government or Contractor personnel and the subject of review at the meeting. Packages to be reviewed, with identification of the time and place of the "walkthrough" meeting or reviews, will be deposited in the TL's "in-basket" (or transmitted electronically to the TL) not less than 1 working day prior to the meeting.

It is projected that the Contractor will be required to participate in three (3) "walkthroughs" meeting or review per calendar quarter.

3.2.3 Anomaly Investigation and Corrective Action:

3.2.3.1 Anomaly Investigation -- The Contractor shall analyze SARs (ref. 2.2(g)) written against the MLVS Executive, MLVS Utility, and CONVERT Software. SARs assigned for Contractor analysis will be deposited in the TL's "in-basket". The analysis shall include: confirmation of the problem existence, analysis of cause, and recommended corrective action (if any). The Contractor shall document the analysis in an Analysis Paper (CDRL B009). Prior to delivery of each Analysis Paper, the Contractor shall present the Analysis Paper for review by the MLVS Technical Team (Government and Contractor personnel) in a "walkthrough" meeting at a time and place to be negotiated between the TL and the Government. The Contractor shall make the corrections specified in the Minutes of the "walkthrough" meeting prior to final submittal for Government approval (CDRL B009).

It is projected that 5 SARs will be assigned per year.

3.2.3.2 Corrective Action -- The Contractor shall accomplish the recommended corrective action defined in "approved" Analysis Papers deposited in the TL's "in-basket" or transmitted to the TL via EMail. Corrective Action shall include the elements of Section 3.2.1.1 and those defined within the SAR. The corrective action shall be accomplished within two months of receiving the "approved" Analysis Paper. The resulting software changes shall be delivered to the Government in the form of revisions to the existing software for the affected package (CDRL B00A).

It is projected that 5 "approved" Analysis Papers will be assigned per year.

3.3 MONTHLY PROGRESS/STATUS REPORT

The Contractor shall deliver a Monthly Progress/Status Report (CDRL B001) no later than 9 working days after the close of each monthly accounting period. The Report shall include a summary of work performed for each task, problems encountered, problems solved, trips made, current schedules, and cost information. Cost information shall include monthly and cumulative funds/hours expended and a trend analysis graph depicting actual and planned expenditures. Tasking initiated by Technical Direction Letter (TDL) shall be documented. Additional information shall be provided as specified elsewhere in this Statement of Work.

Funds, hours, and other direct costs expended must be reported separately in the Monthly Progress/Status Report for each of Sections 3.1 - 3.3 (including all other related costs). This distribution of costs shall account for all charges attributable to this Task Order.

3.4 AV-8B COST DATA REPORTING

The Contractor shall develop and make available a monthly AV-8B Actual Cost Data Report (CDRL **B00B**) no later than 9 working days after the close of each monthly accounting period. The purpose of this report is to isolate AV-8B costs and data. The Government will use the data as input into the Government's Earned Value Management System (EVMS). The Report shall contain the data fields and structure defined in reference 2.2(i) for the reporting period. The Report shall be structured into an electronic data file in accordance with reference 2.2(i). The Report shall be provided to the Government via posting on a Contractor's web page accessible to the Government, or by an alternate means acceptable to the Government. The Government recognizes that the data provided will be "Contractor Proprietary" and will handle the data accordingly.

SECTION G Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: AMOUNT:

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\$26,666.00

FUNDING

JOB ORDER NO

ACRN: AA AMOUNT:

97X4930 NH2C 252 77777 0 054219 2F 000000 \$8,950.00

AB: AMOUNT:

FUNDING ACRN: AB AMOUNT:

JOB ORDER NO

CLAUSES INCORPORATED BY REFERENCE:

52.232-22

Limitation Of Funds

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echnical Assistant:	Brian Beitnes / Mike	Wall	Date: 19-Aug-03	

Date: 19-Aug-03

	CONTRACT DATA REQUIREMENTS LIST (I Data Item) Form Approved OMB No. 0704-0188 Sic reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data solarces.												
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CONTRACT DATA REQUIREMENTS LIST Form Approved OMB No. 0704-0188 (1 Data Item) Public reporting burden for this collection of information is estimated to everage 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and meintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Deferres. Weshington Services, Directorate for Information Operations and Reports. 1215 Jefferson Davis Highway, Suite 1204, Afrington, VA. 2292-4302, and to the Office of Management and Budget, Paparwork Reduction Project (0704-0188), Washington, DC 20503, Please DO NOT REURly your form to either of thisse ediclesses. Send completed form to the Government issuing Contracting Officer for Contract/PR No. Issaid in Block E. A. CONTRACT LINE ITEM NO. B. EXHIBIT C. CATEGORY: 0001, WSISS TO 0121 MISC В TDP OTHER: D. SYSTEM/ITEM E. CONTRACT/PR NO. F. CONTRACTOR TACAIR Lab, Equip, & Engrg Support 1. DATA ITEM NO. | 2. TITLE OF DATA ITEM N68936-00-D-0022 EER Systems, Inc. TECHNICAL REPORT-STUDY/SERVICES **SAR Analysis Paper B009** 6. REQUIRING OFFICE 5. CONTRACT REFERENCE TA (see SOW Ref. 2.2(m)) **DI-MISC-80508** TO SOW 3.2.3.1 12. DATE OF FIRST SUBMISSION 7. DO 250 REQ 9. DIST STATEMENT REQUIRED 10. FREQUENCY DISTRIBUTION 14. b. COPIES NO ASREO See Block 16 8. APP CODE 11. AS OF DATE DATE OF SUBSEQUENT SUBMISSION a. ADDRESSEE See Block 16 N/A 16. REMARKS See Block 16 Reg. Repro N/A see block 16 blk 16 See SOW Reference 2.2(m) for all Government Points of Contact. blk 4: Tailor DID as follows: Format shall be consistent with existing Customer Code standards (samples available from TA. See SOW reference 2.2(m)). blk 9: Distribution Statement D: Distribution authorized to the Department of Defense and U.S. DoD contractors only (Critical Technology) (22 July 2003). Other requests shall be referred to the Task Order Technical Assistant (TA, see SOW ref. 2.2(m)). blk 12: Draft (electronic file only) due not later than 1 month after receipt of tasking.. blk 13: Final (electronic file only) due not later than 2 weeks after "walkthrough" meeting. blk 14: Deliver to the point of contact specified in the tasking document. 15. TOTAL see blk 16 G. PREPARED BY 1. DATE APPROVED BY

2003 JUL 17

for ADRRB Chairperson

2003 AUG 19

Naval Air Warfare Center, Weapons Division, Code 45C000D

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)							Form Approved OMB No. 0704-0188					Ì	
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- H.1.0 POINTS OF CONTACT: All Government Points of Contact are identified in Statement of Work (SOW) reference 2.2(m), and can be found at http://www.eer-rc.com.
- H.2.0 SECURITY CLASSIFICATION AND CONTROL: This TO may involve information up to the Security Classification of SECRET. Contractor personnel supporting Statement of Work (SOW) Section 3.2 of this Task Order and who are working on-site at the NAWCWD shall possess not less than a SECRET clearance.
 - H.2.1 Shared Access: The Contractor shall perform and adhere to the Security responsibilities defined in Security Servicing Agreement attached to this Task Order.
- H.3.0 NAVAL AIR WEAPONS STATION (NAWS) ACCESS: Contractor access will be provided to the following NAWS, China Lake restricted areas:
 - N North Ranges
 - F Airfield Flight Line Area (incl. enclosed bldgs.)
 - M Michelson/Lauritsen Laboratories
 - H.3.1 The Contractor shall request access for each employee working on this TO to only those NAWS restricted areas to which the employee requires regular access while working on this TO. When a Contractor employee no longer requires regular access to a restricted area, the Contractor shall request appropriate downgrade to that employee's access privileges.
- H.4.0 SAFETY: Work under this Task Order may be performed in and around military aircraft. The Contractor shall assure that his personnel have and use appropriate safety equipment and comply with NAWCWD safety requirements.
- H.5.0 GOVERNMENT FURNISHED EQUIPMENT / DATA: The Government will provide on-site Contractor employees access to all computer systems, tools, equipment, and technical data required to accomplish TO tasking.
- H.5.1 The Contractor shall request access authorization to Government computer systems for only those employees actually needing such access for the performance of their duties in support of this TO. The Contractor shall ensure that all Contractor employees granted access to Government computer systems or equipment adhere to all related Government security procedures. When a Contractor employee no longer requires access to a Government computer system in support of this TO, the Contractor shall attempt to verbally notify the applicable Government Computer Resources Access Data Manager, and the Contractor shall send written notification within 2 days. If a Contractor employee with access privileges to Government computer systems is transferred from this TO or terminated, the Contractor shall immediately attempt to verbally notify the Government Computer Resources Access Data Manager, and the Contractor shall send written notification within 2 days of the transfer/termination.
- H.6.0 PURCHASED MATERIALS: The Contractor may be required to purchase safety equipment and medical tests (see Note 4.0). The Contractor may be required to purchase materials, mechanical components, and/or fabrication services for mechanical engineering/fabrication tasks (see SOW Sections 3.1.2, 3.1.3, & 3.2.1.1(6)).
- H.7.0 CONTRACTOR FURNISHED EQUIPMENT / MATERIALS / SUPPLIES: The Contractor shall furnish all other materials/equipment/supplies, including computer terminals and modems capable of communicating with the laboratories, as required to accomplish efforts established by this SOW and performed within the Contractor's off-Base facility.

- H.8.0 TRAVEL: Non-local, domestic, travel may be required in the performance of this TO to attend technical meetings, gather technical information, and for training (see SOW Sects. 3.1, 3.2 & Note 9.0). All travel shall be approved in advance by the Technical Assistant (or Alternate), Contracting Officer's Representative (COR), and the Contracting Officer or designee (see Note 1.0).
- H.9.0 TRAINING: Training may be required in the latest techniques of computer system programming and the Navy's newest electronic systems (see SOW Sect. 3.1.1.1). All training shall be approved in advance by the Technical Assistant (or Alternate), Contracting Officer's Representative (COR), and the Contracting or designee (see Note 1.0).
- H.10.0 INSPECTION AND ACCEPTANCE: Inspection and acceptance of all deliverables will be accomplished by the Technical Assistant or Alternate (see Note 1.0).
- H.11.0 PLACE OF DELIVERY: Naval Air Warfare Center, China Lake, CA 93555-6001, Attn: (name of Government TA, (see Note 1.0)).

SECURITY SERVICING AGREEMENT BETWEEN

SECURITY COORDINATOR AV-8B WEAPON SYSTEM SUPPORT FACILITY (JSSA) IPT AND

FACILITY SECURITY OFFICER EER SYSTEMS INC.

Ref: (a) SECNAVINST 5510.36

(b) NAWCWPNSINST 5510.30

(c) DOD 5220.22M (NISPOM)

Enci: (1) Statement of Work (Security Requirements)

(2) Security Procedures

1. This agreement establishes guidelines in enclosures (1) and (2) on the provisions of security functions performed by EER SYSTEMS, Inc. in support of the AV-8B WSSF (413300D) contract number N68936-00-D-0022 Task Order 0141, which is a follow on to Task Order 0121. Enclosure (1) is the signed security agreement.

2. Security procedures in Rooms. Building references (a) through (c) and this agreement.

China Lake will be pursuant to

(b)(2)

JUANITA MARTIN CONTRACTING OFFICER FOR SECURITY MATTERS CODE 741000D, NAWCWPNS CHENA LAKE, CA 93555

SUZANNE DONNALL SECURITY COORDINATOR

CODE 411000D

CHINA LAKE, CA 93555

MARY ANNE ARNOLD PACILITY SECURITY OFFICER FER SYSTEMS INC.

330 EAST RIDGECREST BLVD SUITE B

RIDGECREST, CA 93555

SECURITY PROCEDURES FOR STATEMENTS OF WORK

1-7 SECURITY REQUIREMENTS

a. The work to be performed under this contract as stated in the DD Form 254, Attachment number 05 involves access to and handling of classified axiomics hardware up to and including SECRET.	
b. The classified open storage room that will be ahared between the contractor and government employees is located in room number [] and [] Room [] is used for storage of classified hardware one piece being, the Radar receiver that is permanently installed on the Radar Hot Bench. The containers that are located in building [] room number [] are bar coded Serial no [] and Serial no [] The contractors shall not be given access to safe containers Serial no [] and Serial no [] The contractors shall be given the combinations to the combination locking doors to rooms [] for access purposes only. Access to room [] which is accused by a separate combination lock on a separate double fire door and is also, controlled via a card key system that permits entry only when the combination lock is unlocked during working hours when there is an employee (contractor or government) present in the room.	(6)(2
classified hardware are as follows: 1. Standard Forms (SF) 702 are to be properly completed when opening and closing storage rooms. The form shall be initialed and the date and time of the day noted. Convenient employees are responsible for securing classified documents and security containers. Contractors will be responsible for securing the classified safe containers located within room. Tonly, if the container is left open and there are no government employees around. (In this case the contractor will report the incident to the Department Security Coordinator)	(b)(2)
2. Contractors in possession of classified hardware shall follow procedures, which ensure that unauthorized persons do not gain access by sight or sound. (a) Classified hardware shall use be removed from the security room (b) accept in the performance of official duties. Classified hardware removed from storage will be in the possession of or under the direct supervision of authorized persons or secured in authorized containers when not in use.	(6)(2)

(b) Classified material removed from storage will be kept under constant surveillance and covered with a cover sheet. Cover sheets shall be Standard Forms (SF) 704, and 705 for secret and confidential documents respectively. No open storage is approved for classified documents in Rooms building agreement, handle such documents.

The contractor will not, under this

(6)(2)

- (c) Classified information shall not be discussed with or in the presence of unauthorized persons. Particular care must be taken when there are visitors or workmen present. Escorts must alert fellow workers when visitors or workman are in the area. Classified information will not be discussed in the vicinity of open doors or windows and where discussions may be overheard over telephones or through heating and cooling vents.
- (d) The contractor shall under this agreement, handle the materials listed: preliminary drafts, carbon sheets, magnetic and optical media, typewriter/printer ribbons, plates, stencils, stenographic notes, worksheets, and all similar items used to produce classified information. These items will be safeguarded as classified material. No such classified materials are used in Rooms building building.
- 3. Persons who have access to the combinations of secure rooms controlled by combination locks must provide the Department Security Coordinator the information required to complete a SF 700. The contractor personnel must be added to the SF 700 forms and sign the reverse side of the SF700 when given access to the combinations for the combination doors accessing rooms Contractor personnel shall not, under this agreement, have access to security containers and combinations located in more Duilding Contractor personnel shall have access to the combinations to rooms and containers listed in 1-7b.
- Contractors shall log on the log sheet filed in the front of each file drawer, when classified material removed taken from and returned to the container.
- Contractors shall reproduce, destroy, transfer, or remove classified documents from authorized work areas.
- 6. A document listing of all classified documents contained in the container will be located in the locking drawer of all shared access security containers. A government employee will be appointed as security point of contact responsible for keeping this list current.
- Hand-carried classified information on-Station, China Lake will be accomplished as follows:
 - (a) Within the NAWC/NAWS airfield vicinity in accordance with paragraph 2(b)
- (b) Material will be transported to and from test sites and to and from codes within 450000D. Classified material will be double wrapped when transported by automobile. Transportation of classified information by foot requires a cover sheet or folder (see paragraph 2 (b)) and an outer wrapping. If the classified material is capable of being wrapped in plain brown envelopes, it will be wrapped as such. Wrapping will be secured with brown paper tape (reinforced paper tape is preferred). A combination lock briefcase may substitute for the outer wrapping. The tape manufacturer's covering of the tape is considered the inside wrapping for magnetic media. The contractor may contact the Department Security Coordinator for additional

(b)(2)

(b) (2)

guidance. Courier cards for contractor personnel will be obtained from the contractor's Facility Security Officer (FSO).

- (c) Obtain appropriate hand carry documentation from the contractor Facility Security Officer or the Department Security Coordinator.
- Communications Security Material System (UMS) requirements are outlined in the CMS User's/Local Holders Handbook (IDP 3736).
- (a) Contractor personnel must receive an annual CMS brief from the CMS Manager.
- (b) Two-Person Integrity (TPI) will be maintained at all times while in possession of CMS material.
- (c) Contractor personnel must receive a CMS debrief upon transfer off delivery order or at contract/employment termination from the CMS Manager.
- 9. If emergency evacuation (fire, earthquake, etc.) of the workspace is required, classified information shall be secured provided the government employees can secure it safely without injury or loss of life. If there is any personal danger, the material will be left in place and the area evacuated. If classified material is left unsecured this information will be immediately reported by to the government official in charge at the assembly area.
 - d. Security procedures for key control, card keys, and door combinations.
 - 1. No keys are required under this agreement.
- 2. Card keys and combinations for the locks on Rooms [] and [] building [] will be provided by the AV-8B JSSA to government and contractor personnel who demonstrate a need to access rooms [] and [] \
 - e. Security procedures for violations and infractions.
- All security violations shall be immediately reported to the Department Security Coordinator and Contractor Facility Security Officer. A violation is any violation of security procedures which subjects classified information to compromise. Classified information is subjected to compromise whenever it is left unattended or unsecured.
- 2. The person contacted as the responsible person, per the SF700, after normal duty hours will respond to the workspace and inventory all classified documents stored in the container (s). Immediately report the results of the inventory including all missing documents to the police (Physical Security) Division, Code 841000D (939-8372) or the Law Enforcement Division, Code 842100F (989-7059) as appropriate. Additionally, advise the Department Security Coordinator, contractor Pacility Security Officer (FSO), and the Information Security Division, Code 741000D/E, at the beginning of the next workday.

(P)(2)

- f. Security procedures for security checks
- Whenever the workspace is to be left unoccupied for any period of time, a security check shall be conducted. Workspace is considered unoccupied when it is not under constant surveillance by authorized personnel.
- (a) Normally contractor personnel are not permitted in government buildings unless Government personnel are present. However, if a situation arises where a contractor is the last person to leave the area, the following procedures are applicable.
- (b) Each individual shall ensure that his or her working area is secure by checking the working area for classified material. Areas checked shall include desk tops, tops of filing cabinets and security containers, working trays and baskets, computers, reproduction machines, fax machines, shredders, etc. If classified documents including classified waste are not secured in authorized containers, then the contractor must contact a government employee or the Department Security Officer immediately, to secure the material.
- (c) Lock all security containers by rotating the dial of the combination lock at least four complete turns in one direction and checking each drawer to ensure that it is securely locked in place. This locking shall be documented using the SF 702 posted on or near the security container. If there is a person other than the individual who locked the container available, he/she shall be requested to check the container by repeating the locking process and completing the "checked by" column. If no one is available other than the person who locked the container, he/she shall perform the checking process as a separate and distinct action and complete the "checked by" column.
- 2. Normally contractor personnel are not permitted in government buildings after hours unless Government personnel are present. Government personnel will assume responsibility for securing the building at the end of the workday. However, if a situation arises where a contractor is the last person to leave the building, the following procedures are applicable.
- (a) The last person leaving the area shall check to ensure that all classified material including classified waste is stored in authorized shared access security containers. If classified documents including classified waste are not secured in authorized containers, then the contractor must contact a government employee or the Department Security Officer immediately, to secure the material. The contractor shall insure that all containers have been locked and checked per procedures in the preceding paragraph. If the "checked by" column of the SF 702 posted on or near the security container has not been completed, the last person out shall rotate the dial of the combination lock at least four times in one direction, check each drawer of the container to ensure it is secured and complete the "check by" column. Following this, the security check shall be documented using the SF 701 posted at or near the exit. Each item of the SF 701 will be initialed indicating that each item has been completed.
- g. The Contractor shall appoint an on-site worker to be the security point of contact responsible for ensuring contractor security compliance with this agreement.

SECURITY AGREEMENT N68936-96-D-0009, Task order 6141 follow-on to 0121

 (b)(2)

- Security containers are government property. As such the security of these containers anist remain the ultimate responsibility of a government employee.
- Moterials stenot in these countries, for which I have signed a receipt or have been assigned responsibility.
- If a security violation occurs involving these containers or the documents stored therein and an individual
 contractor is not found culpable for the violation. I may be held accountable and may be subject to
 administrative or disciplinary sanctions, and criminal penalties. Administration and disciplinary sanctions
 include, oral admonistrations, letter of caution and requirements, written reprintants, sespensions without
 pay, and removal.
- All security violations will be immediately reported to the Department Security Coordinator. The
 Department Security Coordinator is responsible for notifying the Information Security Division Code
 741000D/E, and the Contractor Facility Officer (FSO). The FSO will be permitted access to the work site
 to conduct the security violation investigation required by the NISPOM.
- I agree to take the following seem by processions in addition to any other security responsibilities I may have been assigned:
 - I will ensure that all contractors have been properly instructed in security precedures prior to allowing them to have access to these container(s).
 - At least once each week, I shall conduct a check of the document sign-out/sign-in logs to ensure that they
 are being properly used. I shall challenge one or more contractors who are in possession of classified
 material to prove that the material in their possession was signed-out. Violations will be inunediately
 reported to the Security Coordinator for appropriate action.
 - At least once each week, I shall conduct an end of the day security (double check) of the workspace to
 ensure that the workspace and all security containers have been secured and that Standard Forms 701 and
 702 are being properly used and maintained.
 - I shall maintain a current listing of all documents filed in shared containers.

BRIAN BEITNES TECHNICAL ASSISTANT	(Signature)	(Date)
RONALD W. GOING (Supervisor)	Signature) Carrolly for	9/14/23
DEPARTMENT SECURITY COORDIN	NATOR V	,
SUZANNE DONNALLY Code 410000D/E	Signature) Jenselle	9/17/03